

LIBRARY ASSOCIATE I

PURPOSE AND NATURE OF WORK

Positions in this class work on a specialized library function involving work of a routine nature. Incumbents in this class are responsible for reference desk assistance to patrons, or cataloging duties. Work may involve standing or stooping for long periods of time, lifting books or pushing carts loaded with books. Positions report to a Librarian II or Librarian III, and are not supervisory.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Assists library patrons in using the online catalog and electronic informational resources. Answers reference questions in person and over the phone. Fills requests for specific items. Updates and maintains informational and bibliographic databases. Searches for missing items and forwards problems to supervisor. Straightens and shelf-reads the collection.

Catalogs titles of books and audio-visual materials. Searches database of library holdings to prevent duplicate records, and searches a cataloging database to locate existing records. Processes materials and sends to appropriate library location. Makes corrections to online catalog.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of standard library practices, policies, procedures and equipment.

Knowledge of cataloging principles and filing rules.

Knowledge of the Dewey Decimal classification system.

Knowledge of library research techniques and familiarity with reference tools.

Ability to learn and use a computer database, and search it effectively.

Ability to communicate effectively, both orally and in writing.

Ability to maintain effective working relationships with other employees and the public.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree which included minor coursework in library science, and experience working in a library or bookstore setting; or any equivalent combination of training and experience.